



**COUNTY OF ERIE**  
**DIVISION OF PURCHASE**  
\*\*\* MEMORANDUM \*\*\*

TO: All Requisitioners

FROM: Lorraine M. Kolb, Buyer

DATE: May 21, 2015

SUBJECT: Bid # 214307-005 "PRINTED ENVELOPES"



The bid for printed envelopes has been **extended** for a 6-month period to Buffalo Envelope. The following information will assist you in processing your requirements. **Award is for the period of July 1, 2015 through December 31, 2015. Pricing attached.**

Bid #	214307-005
Vendor Regular & Window Envelopes	Buffalo Envelope Co. 2914 Walden Ave Depew NY 14043
	Vendor # 108893
Contact	Marcy Reamsnyder, Account Manager Telephone #: 716-686-0100 Ext. 256 Fax #: 716-686-9005
Material Group:	310
Purchase Group:	005
Terms:	Net 30
Delivery:	5-7 Days ARO

**PLEASE SUBMIT TWO (2) SAMPLES OF EACH ENVELOPE TO PURCHASE WITH REQUISITION NUMBER WRITTEN ON SAMPLE.**

The Post Office has requested that a room number is included on the return address on the address line: example, 95 Franklin Street Room 1400 (to enable to automate their pre-sorting operation and make it more efficient). Commissioner of Public Works (in charge of the mail room) needs to approve the room numbers that are used before the envelopes are printed.

lmk

BID NO. 214307-005      **Buffalo Envelope Co.**

PRICING FOR # 6-3/4 **REGULAR** ENVELOPES

ORDER QUANTITY	REGULAR ENVELOPE BID PRICE PER "T"	UP CHARGE PER "T" FOR SPECIAL SIZE OR POSITION	UP CHARGE PER "T" FOR TINT
5 "T"	\$26.99/T	\$15.68	\$2.09
10 "T"	\$23.87/T	\$7.84	\$2.09
15 "T"	\$23.41/T	\$5.23	\$2.09
20 "T"	\$22.01/T	\$3.92	\$2.09
25 "T"	\$20.76/T	\$3.14	\$2.09
50 "T"	\$19.35/T	\$3.14	\$2.09
100 "T"	\$17.89/T	\$2.09	\$2.09

BID NO. 214307-005      **Buffalo Envelope Co.**

PRICING FOR # 9 **REGULAR** ENVELOPES

ORDER QUANTITY	REGULAR ENVELOPE BID PRICE PER "T"	UP CHARGE PER "T" FOR SPECIAL SIZE OR POSITION	UP CHARGE PER "T" FOR TINT
2.5 "T"	\$35.71/T	\$49.12	\$7.32
5 "T"	\$26.99/T	\$22.78	\$4.18
10 "T"	\$23.87/T	\$9.69	\$2.56
15 "T"	\$23.41/T	\$6.44	\$2.28
20 "T"	\$22.01/T	\$4.80	\$2.28
25 "T"	\$20.76/T	\$3.39	\$2.28
50 "T"	\$19.35/T	\$1.69	\$2.28
75 "T"	\$18.79/T	\$1.13	\$2.28
100 "T"	\$17.89/T	\$.63	\$2.24
200 "T"	\$17.72/T	\$.47	\$2.24
300 "T"	\$17.61/T	\$.31	\$2.12
500 "T"	\$17.05/T	\$.26	\$1.79

BID NO. 214307-005      **Buffalo Envelope Co.**

PRICING FOR # 10 REGULAR ENVELOPES

ORDER QUANTITY	REGULAR ENVELOPE BID PRICE PER "T"	UP CHARGE PER "T" FOR SPECIAL SIZE OR POSITION	UP CHARGE PER "T" FOR TINT
2.5 "T"	\$35.71/T	\$31.35	\$2.09
5 "T"	\$26.99/T	\$15.68	\$2.09
10 "T"	\$23.87/T	\$7.84	\$2.09
15 "T"	\$23.41/T	\$5.23	\$2.09
20 "T"	\$22.01/T	\$3.92	\$2.09
25 "T"	\$20.76/T	\$3.14	\$2.09
50 "T"	\$19.35/T	\$1.57	\$2.09
75 "T"	\$18.79/T	\$1.05	\$2.09
100 "T"	\$17.89/T	\$1.05	\$2.09
200 "T"	\$17.72/T	\$1.05	\$2.09
250 "T"	\$17.67/T	\$1.05	\$2.09
400 "T"	\$17.22/T	\$1.05	\$2.09
500 "T"	\$17.05/T	\$1.05	\$2.09

BID NO. 214307-005      **Buffalo Envelope Co.**

PRICING FOR # 6-3/4 **WINDOW** ENVELOPES

ORDER QUANTITY	STANDARD WINDOWS BID PRICE PER "T"	UP CHARGE PER "T" FOR SPECIAL SIZE OR POSITION	PER "T" FOR TINT
5 "T"	\$30.41/T	\$15.68	\$2.09
10 "T"	\$26.71/T	\$7.84	\$2.09
15 "T"	\$26.20/T	\$5.23	\$2.09
20 "T"	\$24.83/T	\$3.92	\$2.09
25 "T"	\$23.59/T	\$3.14	\$2.09
50 "T"	\$22.17/T	\$3.14	\$2.09
100 "T"	\$20.80/T	\$2.09	\$2.09

BID NO. 214307-005      **Buffalo Envelope Co.**

PRICING FOR # 9 WINDOW ENVELOPES

ORDER QUANTITY	STANDARD WINDOWS BID PRICE PER "T"	UP CHARGE PER "T" FOR SPECIAL SIZE OR POSITION	UP CHARGE PER "T" FOR TINT
2.5 "T"	\$39.70/T	\$49.12	\$7.32
5 "T"	\$30.41/T	\$22.78	\$4.18
10 "T"	\$26.71/T	\$9.69	\$2.56
15 "T"	\$26.20/T	\$6.44	\$2.28
20 "T"	\$24.83/T	\$4.80	\$2.28
25 "T"	\$23.59/T	\$3.39	\$2.28
50 "T"	\$22.17/T	\$1.69	\$2.28
75 "T"	\$21.96/T	\$1.13	\$2.28
100 "T"	\$20.80/T	\$0.63	\$2.24
200 "T"	\$20.63/T	\$0.47	\$2.24
300 "T"	\$20.46/T	\$0.31	\$2.12
500 "T"	\$19.79/T	\$0.26	\$1.79

BID NO. 214307-005      **Buffalo Envelope Co.**

PRICING FOR # 10 **WINDOW** ENVELOPES

ORDER QUANTITY	STANDARD WINDOWS BID PRICE PER "T"	UP CHARGE PER "T" FOR SPECIAL SIZE OR POSITION	UP CHARGE PER "T" FOR TINT
2.5 "T"	\$39.70/T	\$31.35	\$2.09
5 "T"	\$30.41/T	\$15.68	\$2.09
10 "T"	\$26.71/T	\$7.84	\$2.09
15 "T"	\$26.20/T	\$5.23	\$2.09
20 "T"	\$24.85/T	\$3.92	\$2.09
25 "T"	\$23.59/T	\$3.14	\$2.09
50 "T"	\$22.17/T	\$1.57	\$2.09
75 "T"	\$21.96/T	\$1.05	\$2.09
100 "T"	\$20.80/T	\$1.05	\$2.09
200 "T"	\$20.63/T	\$1.05	\$2.09
250 "T"	\$20.58/T	\$1.05	\$2.09
400 "T"	\$19.91/T	\$1.05	\$2.09
500 "T"	\$19.79/T	\$1.05	\$2.09

lmk